



SOP-19.1  
(05/04)

COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION

SERVICE OF PROCESS, NOTICE, ORDER OR DEMAND  
ON THE CLERK OF THE STATE CORPORATION COMMISSION  
AS STATUTORY AGENT

(Use of this form is optional.)

1. The service being made relates to the following proceeding:

Style of Proceeding: \_\_\_\_\_

Case/File/Matter No. \_\_\_\_\_

Proceeding Pending in \_\_\_\_\_  
(Jurisdiction) (Name of Court/Tribunal)

Court's Mailing Address: \_\_\_\_\_

2. Service is being made on the Clerk of the State Corporation Commission pursuant to Virginia Code §§ 12.1-19.1 and **(mark the appropriate box)**:

- |   |                                     |                                      |                                      |
|---|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 8.01-306               | <input type="checkbox"/> 13.1-767 E | <input type="checkbox"/> 13.1-928 B  | <input type="checkbox"/> 38.2-801    |
| <input type="checkbox"/> 13.1-637 B             | <input type="checkbox"/> 13.1-769 D | <input type="checkbox"/> 13.1-929 E  | <input type="checkbox"/> 38.2-809    |
| <input type="checkbox"/> 13.1-758 F             | <input type="checkbox"/> 13.1-836 B | <input type="checkbox"/> 13.1-931 D  | <input type="checkbox"/> 38.2-1216   |
| <input type="checkbox"/> 13.1-766 B             | <input type="checkbox"/> 13.1-920 F | <input type="checkbox"/> 13.1-1018 B | <input type="checkbox"/> 50-73.7 B   |
| <input type="checkbox"/> Other (Specify): _____ |                                     |                                      | <input type="checkbox"/> 50-73.135 G |

3. Pursuant to the foregoing legal authority, the Clerk of the State Corporation Commission is being served as the statutory agent for \_\_\_\_\_  
(name of business entity)

The mailing address of the defendant/business entity to be served is

\_\_\_\_\_  
(number/street, P.O. Box, Rural Route, etc.) (city or town) (state) (zip code)

4. The Commission's receipt for the payment of the statutory fee is to be sent to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
(optional)

AN ORIGINAL AND ONE COPY OF THIS FORM MUST BE SUBMITTED

SEE INSTRUCTIONS ON REVERSE

## Instructions

Whenever by statute the Clerk of the State Corporation Commission is appointed or deemed to have been appointed the agent of any individual, corporation, limited partnership or other entity for the purpose of service of any process, notice, order or demand, service on the clerk shall be made by leaving two copies of the process for each defendant/business entity at each address, together with the requisite fee(s), in the Office of the Clerk of the Commission. The party seeking service shall recite the statute or other authority pursuant to which process is being served and shall include the mailing address of the defendant/business entity. A fee of \$30.00 for service on each defendant at each address must accompany the papers. See § 12.1-19.1 of the Code of Virginia.

You can download this form from our Web site at [www.state.va.us/scc/division/clk/fee\\_misc.htm](http://www.state.va.us/scc/division/clk/fee_misc.htm).

**Section 1:** If the requested service relates to a pending judicial or administrative proceeding, indicate the style of the case (i.e. plaintiff(s) versus defendant(s)) or the short style of the case (i.e. first plaintiff, et al. vs. first defendant, et al.), the case number, the name of the court including its geographical designation (i.e., jurisdiction), and the court's mailing address. If the requested service does not relate to a judicial or administrative proceeding, set forth the name and address of the person to whom the certificate of compliance is to be mailed.

**Section 2:** Mark the applicable Code section under which service is being made on the Clerk of the State Corporation Commission. Mark only one box. If the applicable Code section is not listed, mark the 'Other' box and specify the statute or other authority. The following Code sections specify when the business entities described below may be served through the Clerk of the State Corporation Commission:

8.01-306	Unincorporated Associations
13.1-637 B	Domestic Stock Corporations
13.1-758 F	Foreign Stock Corporations not Authorized to Transact Business
13.1-766 B	Foreign Stock Corporations Authorized to Transact Business
13.1-767 E	Foreign Stock Corporations that have withdrawn
13.1-769 D	Foreign Stock Corporations whose authority has been revoked
13.1-836 B	Domestic Non-Stock Corporations
13.1-920 F	Foreign Non-Stock Corporations not Authorized to Transact Business
13.1-928 B	Foreign Non-Stock Corporations Authorized to Transact Business
13.1-929 E	Foreign Non-Stock Corporations that have withdrawn
13.1-931 D	Foreign Non-Stock Corporations whose authority has been revoked
13.1-1018 B	Domestic and Foreign Limited Liability Companies
38.2-801	Unlicensed Insurers
38.2-809	Unlicensed Nonresident Insurance Brokers and Agents
38.2-1216	Reciprocal Insurers
50-73.7 B	Domestic and Foreign Limited Partnerships
50-73.135 G	Domestic and Foreign Limited Liability Partnerships

The Code of Virginia may be accessed online from a link at <http://leg1.state.va.us/000/src.htm>.

**NOTE:** The Clerk of the State Corporation Commission is not an agent for service of process on a Virginia limited partnership formed prior to January 1, 1987, unless it has filed with the Commission an amended and restated certificate of limited partnership pursuant to § 50-73.77 D of the Code of Virginia. See § 50-73.77 F of the Code of Virginia.

**Section 3:** Provide the name of the defendant/business entity who is being served through the Clerk of the Commission. If two or more defendants/business entities are being so served, use a separate form for each defendant/business entity. Set forth the address where the Commission is to mail the process to the named defendant/business entity. If a copy of the process is to be mailed to a defendant/business entity at two or more addresses, use a separate form for each address.

Section 12.1-19.1 of the Code of Virginia provides that the following addresses are to be used:

Domestic corporations: the principal office address, or if no such address is on record with the Commission, the address of any officer or director of the corporation.

Foreign corporations authorized to transact business in Virginia: the principal office address, or if no such address is on record with the Commission, the address of any officer or director of the corporation, or, in case of withdrawal from this Commonwealth, the address shown in the application for withdrawal or any change thereto.

Domestic and foreign limited partnerships on record with the Commission: the specified office address or, if no such address is on record with the Commission, the address of any general partner or the address listed in a foreign limited partnership's certificate of cancellation or any change thereto.

Individuals and other entities (including domestic and foreign limited liability companies) on record with the Commission: the address set forth in any document on record with the Commission which is required or permitted to be filed by or on behalf of the defendant.

**IMPORTANT:** Whenever the party seeking service has knowledge of a defendant's/business entity's current address which differs from that on record with the Commission he may, and, in the event the Commission does not have a record of the defendant's address he shall, provide the latest known mailing address of the defendant/business entity.

**Section 4:** Set forth the name and address to which the Commission is to mail its receipt for the fee received. (Note: The Clerk of the Commission will send a certificate of compliance directly to the court or person listed in Section 1.)

Send an **original and one copy of this form** and **two copies of the service papers** to the Clerk of the State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218-1197, (Street address: 1300 East Main Street, Tyler Building, 1<sup>st</sup> Floor, Richmond, Virginia 23219), along with a check for **\$30.00** payable to the State Corporation Commission. **PLEASE DO NOT SEND CASH.** If you have any questions, please call (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.